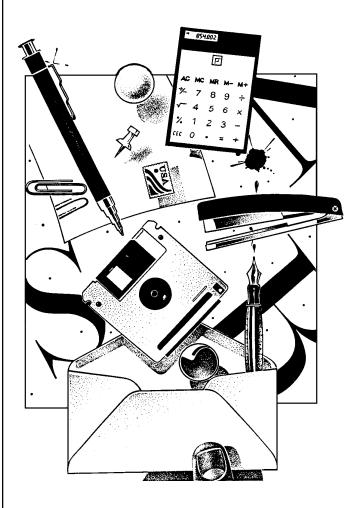
## **WAYS TO SAVE TIME**

## **SESSION IV**



## **Three Important Steps:**

- Establish priorities that highlight important goals.
- Create time by realistic scheduling and eliminating low-priority tasks.
- Learn to make basic decisions quickly.

- 1. Prioritize! Make a daily list of specific tasks to accomplish in order of importance.
- 2. Keep a wheel book/day-timer/PDA handy for scheduling time and appointments.
- 3. Schedule time for exercise, friends, and fun on your calendar.
- 4. Handle each piece of paperwork once. Throw out unnecessary paper. Keep service or personal records accurate.
- 5. Put forth your best effort the first time you tackle a project to avoid wasting time.
- 6. Put things away as you use them or they will accumulate and take longer to "field day."
- 7. Teach others to respect your schedule rather than assisting them immediately. Learn to say "no" or "I don't have time" when appropriate.
- 8. Arrange to do banking and errands by phone/internet to avoid "running" around. Delegate small or less important tasks.
- 9. When possible, take time to care for yourself by eating and sleeping properly.
- 10. Learn to do two things at once: read a book while waiting in lines. Straighten your desk while on the phone.
- 11. Be aware of your schedule and build time into it for interruptions or unforeseen problems.

## MORE WAYS TO SAVE TIME WHEN USING A DAILY LIST

- Know your limits and don't overschedule yourself.
- Prioritize your list by marking an "A" next to tasks that must get done today. Mark the remaining tasks with a "B."
- Number tasks marked with an "A" to indicate priority.
- Prioritize new tasks with decimal numbers.



- Cross off your tasks as you accomplish them.
- Do related activities together when possible (such as make all calls at once).
- Apply "CPR" to each task before starting it. CPR stands for:
  - 1. "C" = CHANGE. Can the task or deadline be changed to reduce time, effort, and stress?
  - 2. "P" = PASS. Can the task be delegated? Can you "pass" on doing it now or at all? Can you settle for what you already have?
  - 3. "R" = REDUCE. Can the task be reduced into smaller parts? Can you get by with just doing part of the task?
- Accept that you can't control all your time (level of control).
- Schedule at least 20 minutes of time for yourself every day and mark "A."



Little Creek 462-7563

Newport News 688-NAVY

Norfolk 444-2102 Northwest 421-8770

Oceana 433-2912 Yorktown 887-4606

WEBSITE: www.ffscnorva.navy.mil